Writing sub-skills	Activities
Left-right orientation (hand-eye coordination, body position..) Holding, manipulating the pen Letter formation (start, direction, writing on the line, upper/ lower case) Writing sentences (spacing, punctuation)	⌘ Demonstration, position, relaxation, word-processing – to show direction ⌘ Worksheets to practice strokes, patterns, dot-joining, tracing ⌘ Tracing, overwriting, copying – use double lined paper ⌘ Gap-filling ⌘ Form-filling, labelling ⌘ Spelling tests ⌘ Look, say, cover, write, check ⌘ Spelling book ⌘ Writing frames ⌘ Gapped model of text ⌘ Free writing – class projects in a theme, produce students' own book using students' photos, objects, ideas… ⌘ Punctuation exercises (add full stops and capital letters)
Reading sub-skills	**Activities**
Left-right orientation Letter recognition Word recognition Upper/ lower case discrimination Letter sound recognition Alphabetical ordering Common spelling pattern recognition Full stop recognition Knowledge of simple layout Reading for gist and for key information in very simple texts Using context and graphics	⌘ Read aloud, point to words ⌘ Put pictures/numbers in sequence left to right ⌘ Sorting and matching (e.g. lower to upper case, picture to word) ⌘ Letters to play dominoes and memory games ⌘ Labelling , words jigsaws, word lotto, categories, word search ⌘ Phonic word (needs to be contextualised), distinguish between 2 sounds, letter sound association, texts with tapes ⌘ Ordering/ sequencing, gapped texts ⌘ Recognise different text types – eg note, letter, bill, notice, calendar ⌘ Simple comprehension questions, tick box, picture, sorting, matching, sequencing, underlining ⌘ Language experience (1:1 or small groups) – teacher writes down student's personal narrative, read, copy. Teacher cuts up sentences, student orders – put in an envelope for further practice at home

Source: CELTA/ Basic Literacy. University of Cambridge ESOL Examinations